



## City of Phoenix

### 2010 – 2011 COMPENSATION AND BENEFITS REFERENCE GUIDE MEET AND CONFER UNITS

#### Office and Clerical

BENEFIT CATEGORY	003
UNIT CODE	003
UNIT REPRESENTATIVE	AFSCME, Local 2960
NUMBER OF REGULAR, FULL-TIME POSITIONS	2,565
COMPOSED OF	Office employees in clerical and paraprofessional classes Citywide.
AGREEMENT IN FORCE	7/1/2010 – 6/30/2012
SALARY PLAN	006
CHANGE FROM 2009 – 2010	<1.0%> eff. 7/12/2010
STEP PROGRESSION	9 step range 6 months at Step 1, then 1 year between steps.
WORKWEEK	5 8-hour shifts or 4 10-hour shifts in 7 days, exceptions as noted. (Art. 4) (AR 2.14)
<b><u>PAY</u></b>	
BILINGUAL PAY	\$25 per month when authorized, certified, and required to use bilingual skills. (Art. 3)
CALL OUT (CALL BACK)	3 hrs @ 1½ x regular rate (Art. 3)
CAR INSURANCE ALLOWANCE	City will pay to certain employees \$12/mo for auto insurance expenses. (Art. 5)
COMPENSATORY TIME MAXIMUM ACCRUAL	200 hours. (Art. 3) (AR 2.21)

COURT INTERPRETATION & TRANSLATION	\$4 per half-day when exceeds 15-minute minimum, for sustained word-for-word oral and written assignments. (AR 2.241)
LONGEVITY PAY	<p>Qualify: 6 yrs continuous service. 1 yr at top step. Performance meets job requirements.</p> <p>\$100 (\$125 for employees with 20 yrs up to the 29<sup>th</sup> yr) semi-annually for each yr in excess of 5 yrs up to and including 19<sup>th</sup> yr.</p> <p>Semi-annual max = \$1,400/\$3,000 Annual max = \$2,800/\$6,000</p> <p>Qual: 6/28/10, Paid: 7/16/10 Qual: 11/15/10, Paid: 12/3/10</p> <p>(Art. 3)</p> <p>Qualifications for longevity pay are made in the base class and will not be affected by movement into or out of assignment positions or positions within the same pay range. (AR 2.19)</p>
MILEAGE ALLOWANCE	50 cents per mile, effective 1/1/2010 (AR 6.21)
OUT-OF-CLASS	Qualifying period of 10 shifts in 24 months; 6 hrs minimum per shift. (Art. 3) (AR 2.20)
OVERTIME	1½ x regular rate for over 8 hrs/shift or 40 hrs/wk or over 10 hrs/shift or 40 hrs/wk if on a 4-10 schedule. (3-hr minimum when called out after shift or while on standby.) (Art. 3)
PAY FOR PART-TIME EMPLOYEES	Part-time employees (excluding seasonal and temporary employees) may be considered for advancement from Pay Step 1 to Step 2 after completing 1,040 hours of work at Step 1. Advancement from Pay Step 2 to Step 3 and each subsequent step in a grade may be considered after 2,080 hours at each step. (Pay Ord. 11q) When working a City holiday, part-time employees who are non-exempt shall be paid 1½ x regular rate for time worked, up to a maximum of 8 hours (AR 2.11).
SHIFT DIFFERENTIAL	<p>\$0.60 per hr – 2<sup>nd</sup></p> <p>\$0.80 per hr – 3<sup>rd</sup></p> <p>(Art. 3)</p>
SHIFT DIFFERENTIAL – LIBRARY	\$0.60 per hr for shift ending at or after 9 p.m. (Art. 3)
SHOW-UP	4 hours minimum (Art. 3)
STANDBY	\$3.00 per hour (Art. 3)
STANDBY FOR COURT	\$25.00 per day when subject to call. (Art. 3)

UNIFORMS/CLOTHING ALLOWANCE	Provided for certain employees (Art. 5) (AR 2.261)
<b><u>LEAVE OF ABSENCE</u></b>	
BEREAVEMENT LEAVE	Up to 3 days for death of immediate family member with additional time for air travel if out-of-state. (Personnel Rule 15g)
FAMILY LEAVE	Up to 12 weeks of unpaid leave upon the birth/adoption of a child or to care for a seriously ill immediate family member. (Personnel Rule 15e5)
<i>Dependent Care</i>	Up to 5 incidents/40 hours of unscheduled accumulated vacation or compensatory time per calendar year for the dependent care of an immediate family member without the leave being considered a negative factor. (AR 2.30)
<i>Emergency Family Care</i>	Up to 1 shift (8 or 10 hours) of unscheduled sick leave per incident for sudden illness or accident of an immediate family member, or up to 5 days or 40 hours (add'l 2 days if out-of-state travel required) per incident for care of an immediate family member experiencing life-threatening illness or injury. (AR 2.30) (Personnel Rule 15)
<i>Non-Emergency Family Care</i>	Up to 10 hrs per calendar year of accumulated sick leave may be used for the care of an immediate family member. (Art. 5)
<i>Family Leave Management</i>	Employees shall be limited to a maximum of 7 incidents per calendar year for the combination of Dependent, Emergency, and Non-Emergency Family Care without the leave being considered a negative factor (unless the leave qualifies as FMLA leave). (AR 2.30)
FAMILY/MEDICAL LEAVE	Up to 12 weeks for the birth/adoption of a child, to take care of a seriously ill immediate family member, or employee's serious health condition. This includes maternity leave taken. (AR 2.143) (Personnel Rule 15c7)
HOLIDAYS	11½ legal holidays* (Art. 5) (AR 2.11)
<i>Christmas Eve Half-Day Holiday</i>	* The Christmas Eve half-day holiday is granted only when December 24 falls on the employee's regularly scheduled workday. In the case of continuous or 7-day operations, holidays shall be observed only on the calendar days on which they fall. (AR 2.11)
JURY DUTY	No loss of regular pay – may keep jury pay. (Art. 3) (AR 2.24)
MILITARY TRAINING	An employee shall be granted time off for up to 240 hours/30 days in any two consecutive years. For National Guard and Military Reserve, only workdays are counted. (AR 2.39)
PERSONAL LEAVE	2 days per year; new employees must wait 6 months to take personal leave time. (Art. 5) (AR 2.11)

<b>SICK LEAVE</b>  <i>Also see "SICK LEAVE PAYOUT AT RETIREMENT" in the Retirement Section below.</i>	Accrues 10 hours per month, unlimited accrual. (Personnel Rule 15c) (AR 2.30)  Upon the in-line-of-duty death of a City employee (or active work/approved leave status for sworn Police employees), the City will pay the full cash value of accrued sick leave existing at the time of the employee's death. (Pay Ord. 20j and 20k)			
<b>VACATION</b>  New employees must wait 6 months before using vacation. (Personnel Rule 15b) (AR 2.18)	<b>Years Of Service</b>  0 – 5 <sup>th</sup> 6 <sup>th</sup> – 10 <sup>th</sup> 11 <sup>th</sup> – 15 <sup>th</sup> 16 <sup>th</sup> – 20 <sup>th</sup> 21 <sup>st</sup> +	<b>Monthly Accrual Rate</b>  8 hours 10 hours 11 hours 13 hours 15 hours	<b>Max Carryover Into New Calendar Year</b>  No max in 2010 No max in 2010 No max in 2010 No max in 2010 No max in 2010	<b>Max Accrual that can be Compensated at Separation</b>  240 hours 300 hours 330 hours 390 hours 450 hours
<b>VOTING TIME OFF</b>	Maximum time allowable is time necessary to provide three consecutive hours between opening of polls and start of work or end of work and closing of polls, as required by State law. Must be requested in writing to supervisor three days prior. (AR 2.16)			
<b><u>BENEFITS</u></b>				
<b>BEHAVIORAL/MENTAL HEALTH</b>	Provided under one of the three medical insurance plans: <ul style="list-style-type: none"><li>• CIGNA HMO – services provided by CIGNA Behavioral Health, (800) 343-2183</li><li>• Blue Cross Blue Shield HMO – services provided by Biodyne, (800) 224-2125</li><li>• Blue Cross Blue Shield PPO – services provided by BCBS of Arizona, (800) 232-2345</li></ul>			
<b>BUS/LIGHT RAIL CARD</b>	Free (100% subsidized) bus/light rail card (Platinum Pass) available to all active part-time and full-time employees. Contact your payroll clerk, or call Central Payroll at (602) 262-6555.			
<b>DEFERRED COMPENSATION PLAN – 457</b>	Provides employees with voluntary investment options designed to supplement income at retirement. Employees may choose to defer the lesser of 100% of includable income for 457 deferrals or \$16,500 during calendar year 2010 (\$17,000 during calendar year 2011). Contact Nationwide Retirement Solutions at phoenixdcp.com or (602) 266-2733, or call the Benefits Office at (602) 256-3282.			

DEFINED CONTRIBUTION PLAN – 401(a)	Provides employees with additional option for tax-deferred retirement savings. Eligible employees may make personal contributions to the City 401(a) Plan by electing to defer a designated percentage of their salary to the Plan. 401(a) personal contribution elections are irrevocable. For active employees the 2010 annual maximum is \$49,000. Contact Nationwide Retirement Solutions at phoenixdcp.com or (602) 266-2733, or call the Benefits Office at (602) 256-3282.
ELDER CARE	Provides employees, retirees, and their immediate family members with an important, free service to help with the problems of aging parents and other family members. Call EAP Preferred at (602) 534-5433.
EMERGENCY RIDE HOME PROGRAM	Provides cab vouchers for employees who ride the bus, car-pool, van-pool, bike, or walk to and from work at least three days a week. For information call the Public Works Department, Transportation Coordination at (602) 262-7119.
EMPLOYEE ASSISTANCE PROGRAM (EAP)	<p>Professional, confidential counseling services are available to full-time employees and their immediate household members to assist with personal issues, work-related problems, and eldercare concerns. For information about EAP counseling services or to schedule an appointment, call the contracted EAP provider (EAP Preferred) at (602) 534-5433*.</p> <p><b>*All Fire Department employees</b> and their families call Ron Tapscott at (602) 495-7551, the contracted EAP provider (AETNA EAP) toll-free at (888) 238-6232, or visit <a href="http://www.aetnaeap.com">www.aetnaeap.com</a>. Fire supervisors who want to consult with the EAP about an employee's work performance issues or have questions about a supervisor referral to the EAP also can call Ron Tapscott.</p>
FLEXIBLE REIMBURSEMENT ACCOUNT PROGRAM (FLEXRAP)	Flexible Spending Accounts allow enrolled employees to contribute pre-tax earnings to reimburse their eligible health care and/or dependent daycare expenses incurred. Employees can contribute up to \$10,000 per year for eligible health care expenses and/or up to \$5,000 per year for eligible dependent daycare expenses. Call the Benefits Office at (602) 495-5710 for more information.
HOUSING DISCOUNT PROGRAM	The "Make Phoenix Home" program is designed to offer an exclusive housing discount for City employees who purchase a primary residence within the city of Phoenix boundaries. Call the Benefits Office at (602) 262-4777 for a listing of builders participating in the Housing Discount Program.
LEGAL INSURANCE PLAN	Provides employees and their eligible dependents access to legal advice, document review and preparation, and legal representation at no cost through ARAG network attorneys. While not all legal services are covered, the reasonable monthly rate of \$19.25 allows employees to have an attorney "on retainer." Coverage includes wills, powers of attorney, trusts, and other personal legal services. For more information, visit the ARAG website <a href="http://members.ARAGgroup.com/Phoenix">http://members.ARAGgroup.com/Phoenix</a> or contact an ARAG customer care specialist at (800) 247-4184, 7 a.m. to 7 p.m. Central time, M - F. You also may call the Benefits Office at (602) 262-4777.
<b><u>INSURANCE</u></b>	

COMMUTER LIFE INSURANCE	City provides coverage for employees while commuting directly between home and job location. Employees have a \$200,000 death benefit and a reduced dismemberment benefit, if the accident occurs within two hours of leaving home or work and while following their typical route to home or work. Year-round part-time employees (excluding seasonal and temporary) may qualify for this benefit. Refer to the SelectCare® Life and AD&D Benefits booklet for eligibility requirements. (AR 2.451)
DENTAL INSURANCE	<p>City pays 100% of the monthly employee premium: \$51.90 for single CIGNA PPO dental coverage, and \$26.93 for single CIGNA DHMO coverage.</p> <p>City pays 75% (\$107.29) of the monthly premium for family CIGNA PPO dental coverage with a \$2,000 annual benefit maximum.</p> <p>City pays 75% (\$55.70) of the monthly premium for family CIGNA DHMO coverage with no annual benefit maximum.</p>
INDUSTRIAL INSURANCE	Industrial insurance pays 2/3 of base wage up to \$3,763.44 per month for first year. City pays remaining to equal regular net take-home pay. (AR 2.32)
LIFE AND LONG-TERM CARE INSURANCE	City contributes to the Union \$6 per month per full-time employee for this Union-administered insurance. (Art. 5)
LIFE INSURANCE (City coverage includes a provision for continuation of term group life under certain conditions.)	<p>City pays for greater of 1x base annual salary or \$25,000 basic life, same basic life amount for accidental death &amp; dismemberment, and \$75,000 on-duty protection. (Art. 5)</p> <p>Employees may purchase additional coverage for themselves and their dependents at group rates. (Art. 5)</p>
LONG-TERM DISABILITY PROGRAM	66 2/3% of base wage starting after 90 continuous days of absence due to medical disability. Benefit payments may continue to age 80 if warranted. Long-term disability benefit payments do not begin until all forms of paid leave (vacation, sick leave, and compensatory time) are exhausted. (AR 2.323)
MEDICAL INSURANCE ACTIVE EMPLOYEES	<p>City pays 80% of the monthly premium: which, from August 1, 2010 through July 31, 2011 equals:</p> <p>\$376.40 for single CIGNA HMO medical coverage and \$1,084.48 for CIGNA HMO family coverage.</p> <p>\$366.16 for Blue Cross Blue Shield HMO single coverage and \$1,055.20 for Blue Cross Blue Shield HMO family coverage.</p> <p>\$386.24 for single Blue Cross Blue Shield PPO medical coverage and \$1,112.96 for family Blue Cross Blue Shield PPO medical coverage. (Art. 5)</p> <p><b>Office/Clerical employees</b> at Pay Grade 320 and below and enrolled in City medical insurance plan will receive a supplemental allowance of \$66.50 twice a year, paid in August and February.</p>

MEDICAL INSURANCE SURVIVORS OF BENEFIT- ELIGIBLE EMPLOYEES	City pays 100% of monthly premium to continue existing medical insurance coverage for dependents of deceased benefit-eligible employees due to in-line-of-duty death; limitations apply. (Pay Ord. 20i) (AR 2.451)
UNEMPLOYMENT INSURANCE	When unemployment is beyond the control of the employee, terminated individual is entitled to apply for benefits from the Arizona Department of Economic Security.
<b><u>TRAINING/EDUCATION</u></b>	
TRAINING	<p>Entry and periodic job-related training as required. Other special training available based on supervisor's recommendation (see Employee Training and Development Catalog).</p> <p>Some employees will be reimbursed on a one-time basis only for expenses incurred as a result of passing a required certification test. (Art. 5)</p>
TUITION REIMBURSEMENT	Maximum payment shall be equal to full-time Arizona tuition charged at Arizona State University for two semesters. (AR 2.51) FY 2010 – 2011 tuition fund maximum is <b>\$7,794</b> .
<i>Textbooks and Lab Fees</i>	Full-time employees who are eligible for tuition reimbursement are eligible for reimbursement of up to <b>\$175</b> of the tuition fund for textbooks and lab fees associated with classes submitted for reimbursement. (AR 2.51)
<i>Seminar/Workshop/ Professional Membership Reimbursement</i>	Employees at Pay Grade 324 and above may use up to <b>\$150</b> of the tuition fund for City-related memberships and to attend one-day, in-state, City-related seminars and training. (Art. 5)
<b><u>RETIREMENT</u></b>	

<p><b>RETIREMENT PROGRAM</b></p>	<p>General employees are covered by Social Security and the City of Phoenix Employees Retirement System (COPERS). Employee contributes 5% of total wages, while City's contribution is based on actuarial need. To qualify: age 60 with 10 or more yrs of service; age 62 with 5 or more yrs of service; combined age and credited service equals 80 ("rule of 80"); or if totally and permanently disabled after 10 yrs of service (no minimum service requirement if duty-related). Pension is calculated on highest 3 consecutive yrs of the last 10 yrs salary, and total time of service. The benefit increment is 2% for each year up to 32 ½ yrs of credited service and for all unused sick leave. The benefit increase for credited service in excess of 32 ½ yrs is at a lesser rate of 1% each year between 32 ½ and 35 ½ and ½ % each year thereafter. Employees may purchase or transfer eligible service credit in other public retirement systems and active duty military service to be used towards City of Phoenix retirement. Employees may also purchase previous eligible COPERS membership, City of Phoenix full-time temporary and job-share employment. Call the Retirement Office at (602) 534-4400 for additional information.</p> <p>Credited service for unused sick leave will exclude any sick leave hours compensated through the Sick Leave Payout at Retirement program (see next page). (AR 2.441)</p>
<p><b>MEDICAL EXPENSE REIMBURSEMENT PLAN (MERP)</b></p>	<p>Employees who were eligible to retire in 15 years or less on August 1, 2007, are eligible for MERP benefits upon retirement from the City. Basic MERP provides the retiree with a monthly check (up to \$202) whether or not the retiree enrolls in City medical coverage. A supplemental MERP amount reduces monthly medical premiums by \$10 to \$50 for retirees whose gross annual pension amount is less than \$25,000. Additionally, if you choose City health insurance coverage as a retiree, the City will reduce the health insurance premium by means of a Qualified City Contribution ranging from \$90 to \$375, depending upon your type of coverage; this amount reflects a \$50 City credit for family coverage. Questions regarding MERP should be directed to the Benefits Office at (602) 262-4777. (A.R. 2.42)</p> <p>Employees retiring on or after 7/1/09 receive additional \$100/month if enrolled in the City's retiree medical coverage and not Medicare eligible. Ends when retiree reaches age 65.</p>
<p><b>POST EMPLOYMENT HEALTH PLAN (PEHP)</b></p>	<p>The City's PEHP is a tax-exempt trust authorized by Internal Revenue Code Section 501(c)(9) and is a 100% employer-paid benefit. Program provides employees eligible to retire in more than 15 years from 8/1/07 (or who were hired on or after 8/1/07), who have a payroll deduction for City medical insurance coverage (single or family) with a PEHP account. The City deposits \$150 per month into each eligible employee's PEHP account. This account is to be used by the employee when he/she retires or separates employment with the City for qualified medical expenses to include health insurance premiums. The administrator of the City's PEHP is Nationwide Retirement Solutions. Any questions regarding PEHP should be directed to Nationwide at (602) 266-2733 or toll-free at (877) 677-3678.</p>
<p><b>SICK LEAVE PAYOUT AT RETIREMENT</b></p>	<p>Upon retirement, employees with a minimum of 750 hours of accrued and unused sick leave, excluding the first 250 hours, may elect to be paid for up to 25% of the unused hours at base hourly wage. (Art. 3) (AR 2.441)</p>



<b><u>MISCELLANEOUS</u></b>	
<b>CAREER CONSULTATION</b>	Career consultation services available to City employees. For information call the Human Resources Department, Employment Services at (602) 495-5703.
<b>JOB INFORMATION</b>	Jobs currently open for recruitment, job titles and descriptions, rates of pay, and benefits information are available at phoenix.gov.
<b>PARKING</b>	Low-cost parking available to car-pools and van-pools in downtown area. Other spaces available on first-come, first-served basis with cost comparable to other similarly-located lots. Call the Public Works Department, Employee Parking at (602) 262-7119.
<b>SUGGESTION PROGRAM</b>	Cash (up to \$3,500) and other awards are given for suggestions that improve productivity or reduce costs. For information, call the Human Resources Department, Employee Development at (602) 262-6401. (AR 2.27)

### **Other Applicable Documents**

- Administrative Regulations
- City Manager Letters
- Management Procedures
- Meet & Confer Ordinance
- Meet & Discuss Ordinance
- Pay Plan
- PERB Rules & Regulations
- Personnel Department Letters
- Personnel Rules

If any conflict exists between the language of this Compensation and Benefits Reference Guide and the language of the applicable Memorandum of Understanding (MOU) or other applicable documents, the MOU or other applicable documents shall prevail.